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Schools Department
Programs Division
Modern Languages Services Branch

Ministère de l'Education
Département des Ecoles
Division des Programmes
Services des Langues Modernes

A Handbook for Bilingual School Resource Centres

Fourth Edition
1986

MINISTERE DE L'EDUCATION
DEPARTEMENT DES ECOLES
DIVISION DES PROGRAMMES
SERVICES DES LANGUES MODERNES

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SCHOOLS DEPARTMENT
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Hint for Using this Text

Many titles of books and periodicals appear in the body of the text. All these publications are annotated in one of three large bibliographies (Appendix A, Appendix F and Appendix G). Addresses appear separately in the list of addresses (Appendix H). Please consult the index for full access to the information.

Copies of this document are available from

Modern Languages Resource Centre
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Tel.: (604) 387-1941

ANYONE WITH INFORMATION REGARDING RECENT PUBLICATIONS AND CHANGES, ERRORS OR OMISSIONS IS INVITED TO SUBMIT THEM TO THE MODERN LANGUAGES RESOURCE CENTRE 637 HEAD STREET, VICTORIA, B.C., V8V 1X4, FOR INCLUSION IN FUTURE EDITIONS.

I. Ministerial Statement

The Modern Languages Services Branch of the Ministry of Education is grateful to the British Columbia School Librarians' Association (now the British Columbia Teacher-Librarians' Association) of the British Columbia Teachers' Federation for compiling the original edition of this handbook.

Initially being published as a separate document, this handbook is intended to become part of a revised edition of Sources and Resources: A Handbook for Teacher-Librarians in British Columbia.

The number of school resource centres that support school programs in which French is used as a language of instruction is rapidly increasing in the province. The teacher-librarian's responsibilities in establishing and organizing a bilingual school resource centre are comparable with those experienced in a centre serving a school with English as the only language of instruction, but do present a unique set of additional challenges. This handbook should provide teacher-librarians and district personnel with guidance in areas specifically affecting bilingual school resource centres, so that they will be able to support both the French and the English programs with services of a similar high quality.

II. Aim

This handbook offers teacher-librarians in schools with French Immersion and Programme-Cadre de français classes the knowledge and encouragement to deal effectively with French language materials. Because teacher-librarians, teachers and district personnel involved with French language programs may be overwhelmed by the uniqueness of their situation and their isolation from other professionals offering similar services, it is important to keep expectations realistic as to the level of service which can be provided.

The advice offered here (based on the experience of those who have already dealt with the challenges associated with French language materials) will also be useful to district resource/processing centre staff who may be acquiring and processing the materials.

III. Assumptions

There are several presuppositions which have had to be made about the users of the handbook, the materials available to them, and the situations in which they work.

It is assumed that the teacher-librarian will have taken basic courses in school librarianship and that this professional development will be continued by taking advantage of all in-service events that are made available and by keeping abreast of developments in the field by belonging to various professional organizations such as Association canadienne des professeurs d'immersion/Canadian Association of Immersion Teachers (ACPI/CAIT); British Columbia Teacher-Librarians' Association (BCTLA); and Canadian School Library Association (CSLA). If questions arise, Sources and Resources is recommended as a general guide, and Organizing the School Library is recommended as a specific guide to the latest cataloguing and classification procedures. The teacher-librarian should also have access to the standard English language tools, aids and manuals to which this handbook refers.

It is possible that the teacher-librarian in any school where French Immersion or Programme-Cadre is placed may not necessarily have any competence in French. This handbook suggests alternatives available to such a teacher-librarian. Teacher-librarians are encouraged to accept the challenge offered by the presence of the French programs in their schools. Many French language courses are given for adults by school boards, colleges, the Ministry of Education and private organizations. In some cases, bursaries may be available. (Application can be made through the district French coordinator or the Modern Languages Services Branch.)

The school district, having committed itself to programs using French as a language of instruction, may wish to purchase the specialized selection, bibliographic, cataloguing and classification tools recommended in this handbook. The tools will be needed by the district resource/processing centre and/or by individual schools. The cost of selection tools can sometimes be offset by sharing copies.

Cooperation is essential both within districts and among districts. (The Modern Languages Services Branch of the Ministry of Education can supply the names of schools which have French Immersion or Programme-Cadre classes.) It is hoped that the school community will be supportive of the efforts being made by teacher-librarians in these schools to create a truly bilingual resource centre.

French language and English language materials should be treated equally in the school resource centre. The teacher-librarian should keep the principles of selection in mind in order to provide the same quality and variety in each collection. The same circulation rules and procedures should apply, and materials should receive the same care in cataloguing and classification. Similarly, each year's school library budget should be spent on both English language and French language materials, according to program needs.

In districts planning to have more than one school with Immersion or Programme-Cadre classes, some decisions for libraries may be made at the district level, even if initially only one school is involved.

Discussion and cooperation among teacher-librarians, classroom teachers, school administrators and district personnel are essential from the time that the establishment of French programs is first considered. Partners in Action or its French translation Intégration et coopération will provide an excellent basis for the identification of the roles and responsibilities of each. The Canadian School Library Association's recommendations relating to standards for French Immersion school resource centres have not yet been published.

IV. Handling French Language Materials within the Resource Centre Collection

A. General Comments

The decisions about handling French language materials in a school resource centre should be made with care, as it may be difficult to make major changes once a procedure has been established. The teaching staff should discuss the place of the collection in the total school program, considering such matters as:

- the number of children involved in French language instruction
- the specific needs and interest of the school
- whether the program is Cadre or Immersion
- whether the program is likely to remain in the school
- whether the number of pupils is expected to remain constant.

The more flexible the procedures, the easier it will be to make minor adjustments and adaptations.

The teacher-librarian will have to decide:
- if library resources are integrated or shelved separately by language
- if materials in the two languages need to be easily distinguished
- if all children in the school will have free access to all materials in either language
- if it is necessary to keep a separate inventory of material in the two languages
- if catalogue cards should be interfiled.

Equally important is the language of operation of the resource centre for French language students. A non-French speaking teacher-librarian can cope with a French program if staff cooperation is evident. A teacher-librarian who is less than fluent in French may feel more comfortable speaking English. It is more important for all children in the school to feel that they are equally welcome in the resource centre than for the teacher-librarian to be concerned with an inability to speak French.

The teacher-librarian may wish to use some system of marking materials by language to aid in shelving if the materials are shelved separately, and to help students distinguish the language of the item if the materials are shelved together. A distinguishing label or tag is helpful when materials are intershelved. Coloured dots or tags are readily available in stationery stores or from library suppliers.

If previously acquired French language materials have been catalogued in the French language section (the 440's), they will need to be reclassified.

Material stored in the classrooms should be catalogued to help prevent duplication in future orders and housed in the resource centre to provide access for all teachers and students. The resource centre may have a policy of limiting the number of books pupils may borrow. It may therefore be necessary to increase the limit to accommodate classroom reading requirements in French and to provide for independent reading in both English and French.

B. Shelving

A controversial question in establishing a bilingual resource centre is shelving. Should the collections be shelved separately or integrated? Consideration of the advantages and disadvantages of intershelving is necessary for the resource centre organization to best serve the school population. The question of filing catalogue cards separately or together is discussed on page 21.

1. The Integrated Collection

The integrated collection works best if the French language section is at least 10% of the total. The advantages are:

- that it promotes bilingualism
- that all materials on a given subject are found in the same area
- that shelving of materials is simplified
- that it creates the feeling that all materials are freely available to all students
- that bilingual books are readily shelved.

The disadvantages of the integrated collection are:

- that a very small collection of French language material may be "lost" on the shelves
- that French language students may be inclined to select English language materials over French language materials.

2. Separate French and English Language Collections

The advantages of segregated collections are:

- that French language materials are visible and easy to locate
- that the proportion of items in each language is easy to determine
- that the teacher-librarian may find it easier to determine specific weaknesses in either collection.

The disadvantages of separate French and English language collections are:

- that a feeling of segregation may develop
- that library assistants need to be able to distinguish French materials or to have some marking to aid in correct shelving
- that users may have to look in several places to find required material about a given subject
- that more shelving space is required to provide for adequate spacing and separation of the two collections.

3. Some Compromises

One method of shelving is to integrate nonfiction material, and to provide separate fiction collections. This practice may aid children in finding recreational reading in a specific language or in meeting classroom reading requirements. Another alternative is to interfile the card catalogue, but separate the materials on the shelves. Still another would be to separate the card catalogue, but interfile the materials.

aid children in finding recreational reading in a specific language or in meeting classroom reading requirements. Another alternative is to interfile the card catalogue, but separate the materials on the shelves. Still another would be to separate the card catalogue, but interfile the materials.

V. Selection and Acquisition

A. General Comments

Selection and ordering are much more difficult for French language materials than they are for English language materials. Some teacher-librarians have experienced difficulties in having orders fulfilled, although there are recent indications that the situation is improving (see pages 8-9). Few French language materials for resource centres are preprocessed or specifically library-bound. The quality of the binding and paper is often inferior to the quality found in similar English language materials. The choice of materials is far more limited in French and the price is often significantly higher. Many items from European sources containing suitable curriculum material are written at a high reading level, often presupposing an understanding of French culture which Canadian immersion students may not have. French-Canadian books are not usually written with an immersion student in mind, and grammatical constructions and colloquialisms which are common to French speaking Canadians may present barriers to understanding and enjoyment for students learning French in an immersion situation. The standard English language readability formulas familiar to teacher-librarians cannot be applied directly to French language books. (There have been several French language readability formulas developed, but these formulas are of limited value as they are tied to francophone usage. For a bibliography and discussion of French readability formulas, refer to "Some French work on prose readability and syntax," in Journal of Reading, March 1981.)

Although the constraints and difficulties in selection may seem enormous, a good collection of French language media is possible, if teacher-librarians choosing French language materials apply the basic selection criteria used for English language materials. An excellent detailed list of criteria is included in The School Library Media Program.

B. Selection Tools

The selection tools in Appendix A are useful, although the list is not exhaustive and most are written in French. Teacher-librarians who have previously studied French may find that, while they can neither speak French nor understand spoken French, they

can, with the help of a good dictionary, read and understand short reviews. District library and French coordinators could cooperate in devising methods of helping teacher-librarians translate reviews, where a teacher-librarian is unable to read them.

C. District Selection Committees

Districts may wish to establish selection committees of teacher-librarians to read the standard French language reviewing journals and recommend materials for a list. Books from publishers can also be assessed, displayed in the district, and added to the list.

D. Personal Selection

Personal viewing of the Ministry of Education's French language media collection is possible during normal working hours at the Resource Centre in Victoria. Because the Modern Languages Resource Centre collection contains many materials not included in lists, teacher-librarians should plan to visit this resource centre when possible. Evening and weekend appointments can be arranged.

The selection of French language materials through personal shopping has some advantages, but teacher-librarians must keep the school collection and the criteria of selection in mind, examining media for appropriateness and quality. Teacher-librarians are encouraged to contact local bookstores that might be willing to stock French books or to order them in on approval.

E. Ordering Books

1. General Comments

Before placing an initial order with any of the various suppliers listed below, it may be useful to contact colleagues in other districts for current recommendations regarding levels of service.

The Quill & Quire semi-annual directory of Canadian publishers (Canadian Publishers Directory) lists publishers of French language materials and indicates, where appropriate, which wholesaler or distributor handles their materials. (See Appendix B for a sample letter enquiring of a wholesaler or a distributor the names of publishers handled.) Teacher-librarians are also encouraged to consult Books in Other Languages 1979.

2. Preprocessed

a. National Book Centre

The Canadian wholesaler, National Book Centre, now offers the same services for French language materials that it offers for English language materials. The same options in cataloguing are offered. The standard service for French language titles is to provide subject headings in both French and English. However an option is available to request subject headings in French only. The descriptive cataloguing is in French and according to AACR2. The subject headings for elementary materials are based on Vedettes-matière jeunesse, augmented by headings from the Répertoire for more advanced materials. French language materials may be requested with the same processing options as are available for English language materials (e.g., econobinding).

National Book Centre can supply a checklist of approximately 600 titles currently available, and will also acquire and process any other titles that are in print and available. All sales are final. The prices for cataloguing and processing French language titles are the same as the services for English language titles. Purchasers of French titles should allow 150 days to ensure the maximum possible order fulfilment.

b. Saunders Books Wholesale

Full processing kits for the titles in Saunders Books Wholesale catalogue are available at $1.49 per title. Full processing consists of the following: catalogue cards, borrower's card, pocket and spine labels and a jacket cover - heavy guage 1.42 mylar. Books without jackets are tabbed with clear mactac.

All materials are catalogued using AACR2 and the latest editions of abridged Dewey and the Répertoire. No options are offered.

Cataloguing kits are also available at $1.10 each and consist of catalogue cards, book pocket and three self-stick labels. Orders for kits can be placed using checklists supplied by the company and should be clearly marked "Cataloguing kits only." An alphabetical listing by title is also acceptable and should include the following -- full title, author's surname (if applicable), publisher (if given), date (if given) and series (if applicable). Orders will be processed in two to three weeks. Correspondence is in English.

Saunders supplies only material listed in its catalogue. Cataloguing is only supplied for material acquired from them.

c. B.C. Suppliers and Bookstores

Several of the B.C. suppliers and bookstores are now offering cataloguing and beginning to stock inventory on the basis of entries in SELECTIONS. Because the state of affairs is very fluid as many are in the process of establishing procedures, it would be advisable to contact suppliers to find out what services, if any, they are currently offering (cataloguing, displays, discounts, etc.). Suppliers include:

Au Coin du Livre	Victoria	383-5335
Boutique Croque Bouquins	Vancouver	874-9433
French Language Resources Ltd.	Qualicum Beach	752-5341
Livre Voyageur	Langley	534-1944
La Mouette	Richmond	274-1242
Vancouver French Book Centre	Vancouver	732-1328

3. Not Prepocessed

Bookstores from other provinces which have also provided good service to British Columbia teacher-librarians in the past are:

Le Carrefour	Lemeac
Centre de diffusion,	Librairie Flammarion
Editions Pauline	Librairie Garneau
Editions Champlain	Librairie Guérin
Editions Hurtubise HMH	Librairie scolaire canadienne.

Some of these companies may be willing to send materials on approval. It is advisable to inquire from these companies what services they offer.

F. Materials for Vertical Files - Selection, Awareness of Sources and Ordering

Materials for the vertical file can be obtained free or at minimal cost. Répertoire de matériel gratuit (See Appendix A) lists titles of free materials available in 1980, suitable for French speaking students K-12. This is now out of print but is available on loan from the Resource Centre.

Generally, teacher-librarians can expect that any federal government document will be available in both English and French. Most of the publications are written for adult reading, and may be suitable mainly as teacher references.

The Commissioner of Official Languages and the Secretary of State's Language Programs Branch both have materials that promote

bilingualism. Supply and Services Canada publishes A Quarterly Catalogue of Canadian Government Publications, which list items that are for sale or free, and Subject List and Publishing News, a list of selected items that are for sale (see Appendix G).

The following are the authorized agents in British Columbia for federal government publications:

The Anvil Bookstore (New Westminster)
Bomber Joe's Bookstores Ltd. (Richmond)
The Book Shoppe (Cranbrook)
Book Store on Bastion Street (Nanaimo)
Bookland (Vernon)
The Bookworks (Abbotsford)
Camosun College Bookstore (Victoria)
Campbell River Books Ltd. (Campbell River)
Mosaic Books (Kelowna)
O'Brien's Bookshop (Chilliwack)
Okanagan Books Ltd. (Penticton)
Quality Books (Kamloops)
Renouf (B.C.) Ltd. (Vancouver)
Sechelt Bookstore (Sechelt)
Seymour Books Ltd. (North Vancouver)
Simon Fraser University Bookstore (Burnaby)
University of British Columbia Bookstore (Vancouver)
University of Victoria Bookstore (Victoria)
Volume 1 Bookstore (Duncan)
Windflower Books and Stationery (Powell River)

The Quebec government also has publications which may be appropriate. The Quebec Ministry of Communications provides lists of publications for sale: Choix de publications gouvernementales and the monthly Nouveautés (See Appendix F). Ontario's monthly checklist Ontario Government Publications: Monthly Checklist lists free and priced publications (See Appendix G).

The National Museums of Canada will provide a catalogue of new materials in English and French, a catalogue of materials still in print, lists of free materials and information on national programs. They will also place the school on a mailing list.

Addresses of many provincial and federal departments which might provide material in French can be obtained from the Canadian Almanac and Directory.

Many large companies operating in Canada produce free materials, both pamphlets and periodicals, in English and French. For example, The Royal Bank Monthly Newsletter, (now bi-monthly),

The Review (Imperial Oil), and the Scotia Bank Hockey College News all have French language editions. When writing for English language free materials, include a routine request for the same thing in French.

G. Periodicals - Selection and Ordering

French language periodicals are another good source of information and enjoyment for Immersion and Programme-Cadre students. Recommendations can be found in Liste de périodiques pour centres de documentation scolaires (See Appendix A).

A few common magazines such as Châtelaine and L'Actualité are indexed in Canadian Periodical Index. La Centrale des bibliothèques publishes Périodex, an index to some French language magazines. Because there is no commercial indexing of the children's magazines likely to be part of the school collection, it is recommended that teacher-librarians arrange to have French language magazines indexed.

Periodicals (those for student use and most reviewing journals) may be ordered directly from the producer or through the French language magazine supplier, Périodica, which will provide a list of those handled.

H. Nonbook Materials - Selection and Ordering

Audiovisual materials can be selected from annotations in recommended bibliographies or current reviewing tools such as Choix: documentation audiovisuelle, SELECTIONS and Le Tessier '83: Répertoire des documents audiovisuels canadiens de langue française, and Film Canadiana, 1983-1984. The addresses of producers and distributors are listed in Distributeurs de documents audiovisuels, 1985, The Canadian Publishers Directory and Le Tessier.

Records can be purchased from the French bookstores, and some record stores (e.g., A&B Sound in Vancouver, La Maison du disque in Saint-Boniface, Manitoba). Games, cassettes and records may be obtained from Canadian Child Early Learning Toys Ltd.

Microcomputer software can be selected from annotations in Logibase: répertoire des logiciels québécois. Logibase also contains names and addresses of producers and distributers of software. Software which has been evaluated by PEMC is reviewed in its monthly journal, Evaluations: Microware.

Several sources from which films and other audiovisual materials may be borrowed or rented are:

Centre culturel colombien
French Consulate
National Film Board (Outlets in Prince George, Vancouver and Victoria)
Provincial Educational Media Centre (PEMC)
United Nations Centre for Human Settlements at U.B.C. - Vision Habitat (Films, slides and video tapes).
Vancouver Museums and Planetarium

I. Challenged Materials

Challenges may occur with French language materials because some subjects which may be acceptable in one culture are treated differently in another. The "Request for Reconsideration of Learning Resources" in Sources and Resources is suitable for materials in any language, and should be given to those who question titles included in the library.

J. Physical Quality of Materials

The frustration experienced by teacher-librarians who purchase books which disintegrate as they are taken from the shipping boxes is common. Some possible improvements can be made before circulation. "Making Your Paperback Books Last" (Kliatt Young Adult Paperback Book Guide, September 1981) contains directions for sewing paperbacks, as well as a long discussion of reinforcements of paperback binding. Paperbacks and books bound with paper covered boards could be reinforced along the spine using a heavy duty stapler and/or applying clear or book mending tape. There are taping system applicators and precut plastic laminate covers available. If the quality of the paper is good, and the margin is wide, commercial rebinding could be considered. National Book Centre offers "econobinding" as a purchase option.

Teacher-librarians should consider the purchase of several copies of books which seem appealing but flimsy. A new copy of the book can be put on the shelf when the first wears out.

VI. Budget

A. General Comments

The standards set for size of collections on page (x) of Sources and Resources should be borne in mind when establishing and maintaining bilingual resource centres.

B. Establishing Collections

The Ministry of Education acknowledges additional costs entailed in the implementation and/or expansion of French programs. To date, Federal funding has therefore been made available to districts for these additional costs -- library materials being one of them. A new policy on Programme-Cadre and Immersion is being prepared to replace Schools Department Circular 146/81-04-28 (Circular 146).

The Manual on Federal Funding for French Programs, August 1985, is distributed by the Modern Languages Services Branch and is available from the Branch on request. It provides guidelines for the allocation of federal funds.

C. Maintaining Collections

Budget allocations should be based primarily on program need, rather than enrolment. To ensure maintenance of the French language collection, part of the school resource centre funds should go towards French language materials. As a general guide, the portion allocated from the total school resource centre budget could be based roughly on the percentage of French language instruction per class. The following chart illustrates how this could be checked:

Program Type	Approximate % of instruction taken in the French language	Number of pupils per class	Money allocated per student	Money allocated to French language materials
Early immersion, K-2	100%	20	$ n	(100% of 20) x n = $20n
Early immersion, Grade 3	80%	20	$ n	(80% of 20) x n = $16n
Early immersion, Grades 4-7	50%	20	$ n	(50% of 20) x n = $10n Other 50% of the money goes to buy English language materials.

In schools where there are no primary English language classes, it is important that some accommodation of budget be made to supply materials which reflect the Anglo-Canadian culture of the province.

Due to the higher cost of French materials, the shorter life expectancy of books that are poorly bound, and the smaller enrolment of pupils, it is advisable to consider allocating a larger amount of money per student for the support of French language programs.

VII. Cataloguing and Filing

A. General Comments

All learning resources must be as accessible as possible. Consistency with procedures for English language materials is essential.

Many sources exist which outline ways in which materials can be catalogued and processed, e.g., Introduction to Cataloguing and Classification, and Organizing the School Library. The latter, in a chapter entitled "French Usage" provides general information on dealing with French language materials and gives specific information on capitalization and abbreviation.

Three questions with respect to the cataloguing and classification of French language materials are: Must original cataloguing be done? Is copy cataloguing available? Is commercial cataloguing available?

B. Original Cataloguing

1. Access Points, Headings and Description

The primary source of rules for the establishment of main and added entries (access points), the form which these headings should take, and the description of the item which should appear on the catalogue card is Anglo-American Cataloguing Rules (AACR2). A simplified version of the rules, The Concise AACR2, is also available and is recommended to teacher-librarians and others concerned with the cataloguing of materials for school resource centres. The French version of AACR2, Règles de catalogage anglo-américaines (RCAA2) is also available.

Additions and changes to and interpretations of the rules are published in:

Cataloguing Service Bulletin
AACR2 Decisions and Rule Interpretations.

The cataloguing of nonbook materials is made easier by referring to Nonbook Materials: the Organization of Integrated Collections.

2. Classification

a. Nonfiction Materials

The standard tool for classifying materials for school resource centres, regardless of the language of instruction, is the Abridged Dewey Decimal Classification and Relative Index (Dewey). Classification numbers are assigned to French language materials following the same general principles and guidelines used for English language materials. A new French version of the abridged Dewey, Abrégé de la classification décimale de Dewey, was published in 1982.

b. Fiction Materials

Whatever method is used to designate fiction and easy reading materials for the English language collection should be adapted for French language materials.

3. Subject Headings

This is the area of most controversy when it comes to cataloguing French language materials. There are two major concerns - the source(s) which should be used and the method of presenting the subject headings.

As with English language materials, it is most important to be consistent and uniform in assigning subject headings. Recognized authorities must be used.

The standard Canadian tool for assigning French language subject headings is Laval University's Répertoire de vedettes-matière (Répertoire). Although valuable because it is the only comprehensive list available for French language materials, the Répertoire has drawbacks for British Columbia school use. The first three volumes are in French - not only the headings themselves, but also the cross references, the cataloguer's notes, the foreword, the introduction and the user's guide. However, cataloguers who do not read French well will be helped by the fourth volume, which is a straight alphabetical listing of English language subject headings with the corresponding French language headings from the Répertoire. It also includes translations of the standard subheadings. There are no cross references, cataloguer's notes or other notations in English. This volume replaces the separate publication, Index

anglais-français des termes utilisés dans le Répertoire de vedettes-matière. The Répertoire's headings are compatible with the Library of Congress subject headings which are not commonly used with learning resource materials, especially those meant for primary students. Some headings from the Répertoire will need simplification and/or change to make them compatible (if desired) with headings assigned from Sears List of Subject Headings (Sears) and Sears List of Subject Headings: Canadian Companion, used for English language materials.

Modifications designed to simplify Répertoire headings have been made by la Centrale des bibliothèques in Vedettes-matière jeunesse, a straightforward, very general list of French language subject headings to be used for collections of children's materials (ages 4-12). It is an alphabetical listing of French subject headings including "see" references and deviations from the Répertoire. There are no "see also" references. The Vedettes-matière jeunesse headings have been incorporated into Choix jeunesse as of September, 1981. This is a very useful list for the elementary school collection. An English-French Index to Vedettes-matière jeunesse has been designed to increase its usefulness for English speaking users.

There is a need for a tool more sophisticated and standardized than Vedettes-matière jeunesse for assigning subject headings for secondary collections and it is recommended that school districts purchase the Répertoire. Copies should be available both in secondary schools and in the district resource/processing centre.

4. Types of Catalogue Cards

A new card format has been introduced with the publication of AACR2. It is based on the International Standard Bibliographic Description and is an attempt to standardize cataloguing format and make it compatible with computer-based systems. This format differs from the previous one mainly in the punctuation of the cards. (See Appendix C for card sets based on the unit card principle for both a book and a nonbook item).

5. Language of the Catalogue Card

In keeping with the philosophy of the French Immersion programs and Programme-Cadre, it is recommended that French be used as much as possible. Following this principle, determining and formulating access points and establishing the description of the item do not present any difficulty. AACR2 is followed as for English language materials. (See Appendix D for a short list of translations of common cataloguing terms.)

Should subject headings be in French only, in both English and French, or in English only? This is a contentious issue. Teachers, teacher-librarians and district personnel should be involved in the decision, which should be district-wide.

The "English only" approach to subject headings is not recommended. The other two approaches -- English and French or French only -- have advantages and disadvantages.

Having both French and English subject headings keeps the entire collection open to all students -- those in English language programs as well as those in French Immersion and Programme-Cadre classes. In all levels of Programme-Cadre and in year 3 and beyond of immersion, students take some instruction in English. Therefore, when students are investigating a topic, they will find both English and French titles if the dual system of subject headings is used. This system is preferable for the teacher-librarian who reads only English. On the negative side, including both English and French subject headings will require more time and effort for the cataloguer and more space in the card catalogue; commercial cataloguing will be more expensive (not all commercial suppliers offer this option); and the user who does not wish to be referred to items in the other language may feel frustrated.

For the practical reasons cited above (time, space, expense and problems for users), it can be argued that having subject headings in French only is preferable, especially as this practice is in keeping with the emphasis on French language usage in the programs. For teacher-librarians and students not fluent in French, who may find this approach difficult, some solutions are suggested:

- keep a file of unusual headings
- use cross-references from one language to the other in the card catalogue
- ask students or teachers for assistance, or consult a good French-English dictionary
- consult the Index if available.

6. Vertical File Headings

In those school resource centres where the vertical file is arranged by subject, problems will arise with regard to integration or segregation of the English language and French language materials, language of the headings and choice of headings. Besides the Répertoire and Vedettes-matière jeunesse, Abrégé de la classification décimale de Dewey and French Language Subject Headings for Vertical File Materials are useful tools for assigning French language subject headings. In those resource centres where

vertical files are arranged by Dewey classification number, materials are easily integrated, and headings are not a problem.

7. Picture File Headings

Since materials in the picture file often contain little or no print information, they can be of use to students and teachers working in either English or French. Where subject arrangement rather than arrangement by Dewey is used, it is recommended that a small rotary file containing cross references from headings in one language to those in the other be located by the picture file to provide access for those seeking information in either language. Tools for assigning subject headings were listed in the previous section on Vertical File Headings.

C. Copy Cataloguing

Some sources of copy cataloguing are:

Canadiana (unabridged Dewey numbers, Répertoire headings and/or Canadian Subject Headings).

Cataloguing in Publication data (unabridged Dewey numbers, Répertoire headings and/or Canadian Subject Headings).

Choix (unabridged Dewey numbers and Répertoire headings).

Choix jeunesse, formerly Biblio-jeunes (unabridged Dewey numbers and Répertoire headings prior to September 1981. Vedettes-matière jeunesse headings September 1981 and later. It is recommended that those annual cumulations of Choix, Choix jeunesse and Biblio-jeunes still in print be bought for the district resource/processing centre). For non print material Choix: documentation audiovisuelle and Logibase can be consulted.

Modern Languages Resource Centre Subject Heading Catalogue (elementary and secondary with subject headings in French and English).

SELECTIONS and the Annotated lists of the Modern Languages Services Branch.

D. Commercial Cataloguing

1. General Comments

Teacher-librarians are strongly urged to buy materials preprocessed or to obtain commercial cataloguing whenever possible. Purchased catalogue card sets are less expensive and tend to be more accurate than those prepared at the school level.

Before placing an order with any supplier, it is important to have full information on the supplier's procedures and products in order to ensure compatibility and consistency with established practices of the school resource centre.

2. Suppliers

Several sources of catalogue card sets are currently available to teacher-librarians in British Columbia. All will supply card sets for both books and nonbook materials. Prices given were accurate at time of printing. A variety of factors (e.g. distance, time of year) will influence the turnaround time to process orders -- approximations only are given.

a. Angela Wyatt

All materials are catalogued using AACR2 and the latest editions of Dewey, Sears, and Répertoire. Options are available. Orders for kits for any titles listed in the An Annotated List of Selected Library Materials for Early Immersion, Kindergarten - Grade 7 and An Annotated List of Selected Library Materials for Late French Immersion, Grades 6 and 7 may be made by submitting a copy of the title index of either publication with the appropriate titles checked. All other orders must be accompanied by the physical materials that are to be catalogued. Kits (a set of catalogue cards, three labels, a borrower's card and a book pocket) are supplied at $1.35 per title, plus postage. Turnaround time is about three weeks. Correspondence is in English.

b. Canadian Biblio Consultants, Ltd.

All materials are catalogued using AACR2 and the latest editions of Dewey, Sears and Répertoire. Options are offered for classification -- abridged or unabridged Dewey numbers, and for subject headings -- Sears or Répertoire or Sears and Répertoire. Orders must indicate clearly which options are required.

Orders for card sets for books should be listed alphabetically by author and include the following -- author's full name, title,

publisher and copyright date. Scrap cards or paper slips are acceptable in place of a list. Orders for card sets for nonbook materials should be listed separately alphabetically by title and include the following -- title, medium designation, producer and copyright date.

Card sets are supplied at $1.39 with French only subject headings, and at $1.79 with both English and French subject headings. Processing kits consisting of a self-stick pocket, three self-stick labels and a borrower's card are available separately for 55¢.

Canadian Biblio Consultants attempts to provide catalogue card sets for "virtually any materials" with the emphasis on Canadian publications. The company states that orders for items already in their files will be processed in approximately four to seven weeks. Turnaround time on other items will be longer. Their cataloguing on demand service supplies cataloguing for items not presently in their files. Such items may themselves be forwarded to Canadian Biblio Consultants or full information about the item may be sent instead. Correspondence is in English.

c. La Centrale des bibliothèques

The cataloguing options currently offered by La Centrale des bibliothèques are described in their publication Guide pour le choix des options relatives à la présentation des fiches de catalogue which must be consulted before placing any orders for catalogue cards with them. Cards are only available in French.

Orders may be placed in three ways -- by la Centrale des bibliothèques' identification number (CB number), by author or by title. CB numbers are in all entries for titles in issues of Choix, Choix jeunesse (formerly Biblio-jeunes) and their annual cumulations.

Single cards, ordered using CB numbers, cost 65¢. Card sets ordered using CB numbers are supplied at 80¢. Card sets using authors or titles (rather than CB numbers) are supplied at $1.80. Therefore it is recommended that orders be placed using CB numbers whenever possible. Processing kits are not available. Orders for card sets other than those ordered by CB number should be listed alphabetically by author or by title and include the following -- author's name (if applicable), title, publisher, and copyright date.

Orders will be processed in about 3 weeks. Correspondence in English may be sent to La Centrale des bibliothèques, but replies are in French.

3. Dealing with Inconsistencies

Variations which appear on catalogue cards from different suppliers, or from one supplier over a period of time, do not warrant great concern. Techniques developed for dealing with these inconsistencies (e.g., guide cards, cross references, information cards) for English language materials can be applied equally to French language materials.

Teacher-librarians in elementary schools should maintain a copy of Vedettes-matière jeunesse as a subject heading authority file, checking off and adding subject headings used in the school.

E. Filing

After taking into consideration the arrangement of the collection itself, the decision to maintain a dictionary catalogue or a divided catalogue can be made at the school or district level, as can the choice of integration or separation of the cards. In a school with a well established French language program, an English-French interfiled catalogue works effectively. If the program is likely to be moved to another school it would be better to maintain a separate catalogue for ease of withdrawing the cards. Teachers, teacher-librarians and district personnel should be involved in this decision. District preferences should be taken into consideration.

The general authority for filing is ALA Filing Rules. For those wanting a detailed study of the rules for filing French language catalogue cards, Règles de classement des fiches de catalogue will be of great use. The most significant change from previous editions of the rules is in the treatment of numbers. Numbers expressed as numerals precede words consisting of letters, and are arranged according to their numerical value (roman numerals are treated as arabic numerals). Numbers expressed as words are filed alphabetically. This is an advantage to those who must file French language cards, as no special linguistic knowledge is required. Items are filed according to the way they look; their sound and meaning are irrelevant. This principle underlies all the changes in the new filing rules.

The new rules recognize that switching large files to accommodate these changes may not be practical. It is recommended therefore that with the possible exception of treatment of numbers, the old filing methods be retained for existing large collections. Those with small collections or those setting up new files should adopt the new rules.

F. Cross References

It is often necessary in the card catalogue to supply cross references to materials in various locations. It is also necessary to provide cross references from one subject to another (voir cards) and to related subjects (voir aussi cards). (See Appendix E for sample cards.)

VIII. Terminology

One area of difficulty for English speaking teacher-librarians may be that of library terminology. La Bibliothéconomie en quelques mots: Current Words in Library Science and You Said It!: T'as dit ça! are recommended as useful sources of common library terms. The latter is now out of print but may be borrowed from the Resource Centre. (See Appendix D for an additional list of cataloguing terms.)

IX. The Resource Centre Program

A. Storytime

In kindergarten and years 1 and 2, when the whole school program is in French for immersion classes, a teacher-librarian not fluently French speaking might encourage the classroom teacher, a French speaking volunteer or aide, or an older student, to do the storytelling. It may also be possible to have these people tell stories on tape. Il était une fois... may be of value in identifying suitable titles. There are many commercially produced records and tapes of stories in French.

Storytimes provide an excellent opportunity to help acquaint primary immersion pupils with the best in English language children's literature. Besides incorporating some English language stories into the program, the teacher-librarian should help make parents aware of excellent English language materials which primary children in French language programs might otherwise miss.

B. Research and Study Skills

In cases where the teacher-librarian does not speak French, research and study skills could be integrated with English language programs. Research, study, and writing skills could be developed in English by the teacher-librarian and then applied in French to other subjects by the classroom teacher.

Similarly teacher-librarians will want to work closely with Late Immersion teachers who can stress that the skills learned

earlier are to be applied and reinforced in the use of the French language library materials.

Commercial materials available in French would assist the classroom teacher or the teacher-librarian with vocabulary, ideas for lessons and specific research tasks. (Some are listed in Appendix F.) One intermediate activity which benefits the resource centre as well as helping to develop skills is to have students index the resource centre's French language periodicals.

Locally developed units are now becoming available which incorporate research and study skills. Consult the K-12 Clearinghouse Catalogue for Locally Developed Materials.

C. Resource Sharing

Many methods which are used to share materials among English program children can be adapted, even if the teacher-librarian does not speak French. Book talks, book reviews, taped recommendations, dramatizations, files, displays, dioramas and puppet shows should be encouraged, and classroom teachers should be urged to make resource sharing in all its forms part of their programs.

To arrange displays of French language books, contact publishers' representatives, bookstores or l'Association canadienne d'éducation de langue française (ACELF).

D. Promotion

1. Promotional Supplies

There is as much need to promote the French language materials as there is to promote the English language materials. It is sometimes possible to do this with commercial promotional supplies. The following is a selection of commercial suppliers of French language materials together with an indication of the type of materials each carries.

Canadian Child Early Learning Toys Ltd. - posters
Communications-Jeunesse - posters
Continental Book - posters of France
Documentor - bookmarks
Gessler - balloons, buttons, puppets, flags and crests
Librairie Mercier - buttons and posters
Macarons - buttons
Editions Marie-France - buttons and posters
Poster Pals - posters.

Publishers can also be sources of materials (often free), as many of them produce items to promote their publications. (See Appendix B for a sample letter asking a publisher to send any free promotional materials.) Communication-Jeunesse, an organization similar to the Children's Book Centre, sometimes has promotional materials for sale (notable among them the kit Rencontres avec les créateurs québécois). Each year the National Book Festival produces all its materials, including bookmarks and posters, in both English and French as well as providing funds for approved Festival projects. Any supplier of buttons will print French language slogans to specification. The French Consulate, the Commissioner of Official Languages, and the Secretary of State's Language Programs Branch are sources of posters.

It is also possible to adapt English language promotional materials such as mobiles, posters and bulletin board cutouts. Often this can be done by simply changing the slogan to one in French.

2. Library Clubs

Library clubs provide children in the French programs with a chance to use their command of the French language in practical situations. In addition to reading stories to younger children they could:

- shelve
- card
- check out materials
- search consideration file items in the card catalogue
- supervise French games
- help younger children select materials
- assist younger French language program pupils in doing research
- produce French language materials and displays.

3. Pupils' Collections

Pupils can be encouraged to start their own library collections by buying books either through bookstores or from book flyers as distributed in schools on request by Educare.

E. English Language Collections as a Source of Materials for French Language Programs

An existing English language collection should be examined carefully for materials useful to the French language program. Some collections will contain bilingual materials. Wordless picture

books, picture sets and slides can be valuable for French vocabulary building and discussion. Consideration should be given to the possibility of recataloguing these items so that both French and English subject headings are used, thus making them accessible to both programs. Audiovisual materials such as films, videotapes and filmstrips may be adapted for French language classes by turning off the sound and using them simply as pictorial works, or by having a French commentary made. With a bit of imagination and inventiveness, English and French language collections can be used to support both programs.

F. Human Resources

One programing idea that can be developed in cooperation with a local art gallery, museum or public library is that of author visits. The Canada Council will pay the reading fee and travel expenses for authors to visit and give readings in a public place. Public librarians are often willing to arrange these trips, and would welcome names of authors to invite. During the 1982 National Book Festival the "Writers in the Schools Program" was initiated, with Canadian writers being funded to speak in 20 British Columbia schools. Those interested should enquire directly of the regional coordinator about the possible continuation of this program and about other festival programs. UNICEF programs (e.g., Halloween talks, slide shows) in some cases and in some localities may be offered in French.

Every community has French speaking resource people who could be asked to help supplement school programs. Organizations such as Canadian Parents for French (who have district representatives throughout the province), the Guides du Canada, the Alliance française, the Centre culturel colombien or la Fédération des franco-colombiens may supply names. From a questionnaire sent home with pupils, teacher-librarians can develop a file listing people willing to speak to classes in French on various topics or in English on matters relating to the French speaking world.

X. Disclaimer

All companies, services and prices mentioned in this handbook are listed according to the best information available at the time of the printing of this edition. If companies not mentioned can offer equivalent services with regard to French language materials, they are invited to contact Modern Languages Services, so that details of their services can be included in future revisions of the Handbook.

APPENDICES

Appendix A: Bibliography of Selection and Ordering Tools

1. Bibliographies of Bibliographies

Books in Other Languages 1979: a Guide to Selection Aids and Suppliers. Leonard Wertheimer. Canadian Library Association, 1979. $12.00.

A list of selection tools and suppliers annotated in English. The section on French language materials is nine pages long.

Le Canada français et sa littérature de jeunesse. Claude Potvin. Les Editions CRP, 1981. $16.50.

A comprehensive discussion of French Canadian children's literature to 1979. Contains a history, an annotated list of bibliographical sources (including articles and reviewing journals), an unannotated list "as complete as possible" of French Canadian books for children, and lists of pseudonyms, authors and titles.

Guide annoté: instruments de choix et de commande de documentation en langue française pour les centres multi-média scolaires. Agathe Lalonde. Conseil des enseignants-bibliothécaires franco-ontariens, 1979. $1.25.

A discussion of selection principles and methods along with an annotated bibliography of selection tools. Some tools mentioned may no longer be available.

Sources d'information sur les livres canadiens-français de jeunesse: Sources of French Canadian Children's and Young People's Books. Compiled by Irene Aubrey. National Library of Canada, 1984 Free.

A bilingual list of selection tools and books about authors. Not annotated.

2. Books, Catalogues and Pamphlets

50 ans de littérature de jeunesse. Mathilde Leriche. Magnard, 1979. $15.00.

A history of French children's literature, written in scholarly language.

An Annotated List of Selected Library Materials for Early French Immersion, Kindergarten - Grade 7. British Columbia. Ministry of Education. Modern Languages Services Branch, 1982. Out of print.

English annotations for almost 900 recommended titles, with complete cataloguing information. Materials may be viewed in the Modern Languages Services Branch Resource Centre. The list is available on loan from the Resource Centre.

An Annotated List of Selected Library Materials for Late French Immersion, Grades 6 and 7. 2nd ed. British Columbia. Ministry of Education. Modern Languages Services Branch, 1982. Out of print.

English annotations for over 700 recommended titles with complete cataloguing information. Materials may be viewed in the Modern Languages Services Branch Resource Centre. The list is available on loan from the Resource Centre.

A Basic Collection of Library Books to Support the Elementary Programme-Cadre and Early French Immersion Programmes in British Columbia. School District #45 (West Vancouver), Instructional Materials Centre, 1986. $12.50 (prepaid).

Reviewing sources used to compile document include various lists produced by Modern Languages Services Branch as well as by Edmonton Public School District #7 and Calgary Board of Education. Arranged by title. Centrale des bibliothèques numbers included if desired.

Une bibliographie sélective de livres pour enfants pour créer ou enrichir une collection. Alvine Bélisle et al. Les Editions Ville-Marie, 1982. $8.95 (order from Editions Françaises).

A selected list of 1200 titles, mostly fiction, published since 1978, suitable for Early Immersion students. No annotations.

Canadian Books for Young People/Livres canadiens pour la jeunesse. 3rd ed. Compiled by Irma McDonough. University of Toronto, 1980. Out of print.

A comprehensive listing of Canadian children's literature. Includes periodicals. French titles are annotated in French.

Une collection fondamentale pour les écoles primaires. Calgary Board of Education, 1983. Out of print.

A selected list of approximately 1300 titles annotated in French. No cataloguing information. The list is available from the Resource Centre. A revised elementary edition and a secondary edition is expected in June 1986.

Early French Immersion/Immersion française précoce curriculum guides. British Columbia. Ministry of Education. Modern Languages Services Branch, 1981. Free to teachers in B.C. $2.20 (prepaid) to others.

For the latest list of available curriculum guides consult the Catalogue of Learning Resources K-12, from Publication Services. The Early Immersion guides contain short bibliographies of library materials.

Enfin je lis: bibliographie sélective pour enfants de 7 à 10 ans. Compiled by Monique Khorizan et al. Association pour l'avancement des sciences et techniques de la documentation, 1978. $6.00.

A good selection of Canadian materials for 7 to 10 year olds. Emphasis on fiction.

Film Canadiana, 1983-1984. National Library of Canada et al. 1985 $20.00.

This catalogue includes bibliographic data on over twenty-five hundred Canadian films produced in 1983 and 1984, a variety of indexes (subject, director, producer, production companies, feature films, co-productions), and a directory of Canadian producers and distributors with up-to-date addresses and phone numbers for over fifteen hundred film organizations. Order from National Film Board of Canada, Customer Service.

Liste de périodiques pour centres de documentation scolaires. Agathe Lalonde et al. Centre franco-ontarien de ressources pédagogiques, 1980. $3.00.

A basic guide to French language periodicals appropriate for school library collections serving French speaking children. Annotated in French.

Livres québécois pour enfants: une sélection de Communication-Jeunesse. Communication-Jeunesse, 1982. $1.00.

Fifth yearly annotated list. The 1981 list is also available. Annotations of approximately 80 titles in French. Available in English as Quebec Children's Books.

Logibase: répertoire des logiciels québécois. La Centrale des bibliothèques, 1985. $30.00.

Rates Québec produced, translated or adapted software from kindergarten to adult. Bibliographic details and annotations. Supplement due spring 1986, cumulation September 1986.

Modern Languages Resource Centre Catalogue: Elementary. British Columbia. Ministry of Education. Modern Languages Resource Cente, 1985. Free to schools in B.C.

Contains the holdings of the Resource Centre. The bibliographic records include cross references to annotations in SELECTIONS as well as the reading levels as assigned by reviewers. Subject headings are in French and English.

Modern Languages Resource Centre Catalogue: Secondary. British Columbia. Ministry of Education. Modern Languages Resource Centre, 1985. Free to schools in B.C.

Contains the holdings of the Resource Centre. The bibliographic records include cross references to annotations in SELECTIONS as well as the reading levels as assigned by reviewers. Subject headings are in French and English.

Quebec Children's Books. Communication-Jeunesse, 1982. $1.00.

An English translation of Livres québécois pour enfants...(see above).

Répertoire de matériel gratuit. Centre franco-ontarien de ressources pédagogiques, 1980. Out of print.

A list of free materials available in 1980, suitable for French speaking students, K-12. Available on loan from the Resource Centre.

Romans et contes pour les 12 à 17 ans. Edition du Trecarré, 1985. $14.95.

411 titles arranged thematically with ordering information, age level, rating and annotation.

Romans pour adolescents: un guide. Lionel Lebrun. Centre franco-ontarien de ressources pédagogiques, 1986. $16.00

Each entry consists of the bibliographic record, genre, place of setting and epoch, level of interest, subject area, a short annotation, and mention of special relevance for adolescents or for the curriculum.

Tendances actuelles de la littérature pour la jeunesse. Marguerite Vérot. Magnard, 1975. Out of print.

Thematic overview of international children's literature, 1960-1975. Scholarly. Bibliographies of literary studies and recommended books.

Le Tessier'83: répertoire des documents audiovisuels canadiens de langue française. La Centrale des bibliothèques, 1983. $45.00.

A consolidation, arranged by Dewey, of the entries in Choix: documentation audiovisuelle and Choix jeunesse: documentation audiovisuelle. The names and addresses of over 100 suppliers are also included. A new edition is expected shortly.

Titres de livres pour les bibliothèques des écoles secondaires. 6 vols. New Brunswick. Ministry of Education. $10.00 per volume. Out of print.

Published in 1982 (3 vols) and 1984 (3 vols). Each is a reorganization by publisher, subdivided by series, of books recommended in Choix in the 4, 5, and D categories. No annotations, but the CB number and age suitability are included. May be borrowed from the Resource Centre.

Titres de livres pour les bibliothèques des écoles élémentaries. 4 vols. New Brunswick. Ministry of Education. $10.00 per volume. Out of print.

Published in 1979 (1 vol), 1982 (2 vols) and 1983 (1 vol). Each is a reorganization by publisher, subdivided by series, of books recommended in Choix jeunesse in the 4, 5, and D categories. No annotations, but the CB number and age suitability are included. May be borrowed from the Resource Centre.

3. Reviewing Periodicals

Starred items (*) are recommended purchases for elementary schools.

Bulletin critique du livre français. Association pour la diffusion de la pensée française. $46.25 year.

Reviews useful mainly at higher levels. A teachers' professional magazine.

Canadian Children's Literature. Canadian Children's Literature Association. $15.60 year.

Contains long but clear reviews. Reviews of French language materials are written in French and those of English language materials are written in English.

Choix: documentation audiovisuelle. La Centrale des bibliothèques. $25.00 year (without annual cumulation); $39.00 year (with annual cumulation); $18.00 (annual cumulation only).

Rates nonprint materials for ages 12 to adult, with emphasis on secondary and college level materials. Bibliographic detail annotations included. To take advantage of the lower catalogue card prices offered, record the "CB number" when putting a title into the consideration file. 20 issues per year. Annual cumulation. Back issues of annual cumulations (1978-) available for $11.00 per year. Cumulations of all entries, (1971-1983), integrated with those of Choix jeunesse: documentation audiovisuelle, are available on microfiche. See also Le Tessier.

Choix: documentation imprimée. La Centrale des bibliothèques. $65.00 year (without annual cumulation); $100.00 year (with annual cumulation); $47.00 (annual cumulation only).

Rates print materials for ages 12 to adult. Bibliographic details and annotations. Twenty issues per year. Record "CB numbers" in consideration file. Back issues of cumulations (1978-) available for $29.00 per year. Cumulations of all entries (1971-1983), integrated with those of Choix jeunesse: documentation imprimée, are available on microfiche.

* Choix jeunesse: documentation audiovisuelle. La Centrale des bibliothèques. From 1984 merged with Choix: documentation audiovisuelle.

Rates nonprint materials for pre-school and elementary school pupils. Bibliographic details and annotations included. To take advange of lower catalogue card prices offered record the "CB number" when putting a title into the consideration file. From 1984 merged with Choix: documentation audiovisuelle. Back issues of cumulations (1978-1982) available for $5.00, 1983 for $6.00. Cumulations of all entries (1971-1983), integrated with those of Choix: documentation audiovisuelle are available on microfiche. See also Le Tessier.

* Choix jeunesse: documentation imprimée. La Centrale des bibliothèques. $20.00 year (without annual cumulations); $32.00 year (with annual cumulations); $15.00 (annual cumulation only).

Rates print materials for pre-school and elementary school pupils, bibliographic details and annotations. 20 issues per year. Record "CB numbers" in consideration file. Back issues of cumulations (1978-), integrated with those of Choix: documentation imprimée are available on microfiche for $11.00.

Choix jeunesse: jeux et jouets. La Centrale des bibliothèques. $6.95 1 issue a year.

Concise listing of toys and games from Canada, U.S., and Europe Descriptive annotation gives full purchasing information, required skills, anticipated learning outcomes and age suitability.

* Des livres et des jeunes. Association canadienne pour l'avancement de la littérature de jeunesse, Université de Sherbrooke. $9.50 year.

Good reviews with fiction emphasis. Pictures of book covers. Thematic overview in each issue. Back issues available separately.

Evaluations: Microware. Provincial Education Media Centre. $50.00 a year. Free to evaluators.

Detailed evaluations of English and French software by teachers. To date, the number of French items evaluated has not been great, but the number should increase.

Les Livres. Centre national de documentation pédagogique. $51.00 year.

Annotations of selected material on cards. Includes a section for ages 4-15.

Livres jeunes aujourd'hui. Union nationale culture de bibliothèques pour tous. $40.30 year.

Lists recommended materials, with those particularly valuable starred. Dewey numbers and subject headings given.

Lurelu: le trimestriel québécois de la littérature jeunesse. Association Lurelu. $10.00 year.

Contains articles about Quebec children's literature, several long reviews, and interviews with authors.

Québec français. Association québécoise des professeurs de français. $14.00 year.

Contains a section in which children write their own book reviews. Primarily a reviewing journal but frequently contains bibliographies. French language teachers may wish it as a professional journal. Quarterly.

La Revue des livres pour enfants. La Joie par les livres. $25.00 year.

Annotations on tear-off cards. Subject arrangement. Thematic articles. Covers ages up to young teenagers.

* SELECTIONS. Modern Languages Services. Free, to schools with Immersion and Programme Cadre.

An updating service designed to provide teacher-librarians in B.C.'s French Immersion and Programme-Cadre schools with information to supplement that found in this handbook, in the two annotated lists, and in the catalogues published by Modern Languages Services. Since January 1986 SELECTIONS has been divided into two sections: K-7 and 8-12.

Suggested Titles List. Calgary Board of Education. Each $50.00 year.

Three lists (elementary and junior) primarily of English language materials. French language books listed are chosen with Calgary's bilingual schools in mind, and usually have direct curriculum relation. No cataloguing or classification information given. Reviews of French language materials have been in either French or English.

Trousse-livres: lectures culturelles. Ligue française de l'enseignement et de l'éducation permanente. $32.00 year. Plus air postage from France (approx. $2.85)

Teachers' periodical of children's literature containing a few pages of short reviews. Age levels are given for French children. Recommended for French language teachers as a professional journal.

4. Articles

"Canadian Children's Books in Translation--English and French." Compiled by Barbara Smiley. In Review, February 1980, pp. 14-20.

An annotated list of translated children's books.

"For French Immersion." Irene Aubrey. In Review, February 1980, pp. 16-18.

A bilingually annotated list of approximately 25 items divided among three reading levels.

5. Sources of Occasional Lists

a) Children's Literature Service, National Library of Canada (e.g. Un choix de livres canadiens pour la jeunesse: supplément, 1980 and Livres canadiens sur les sports et les jeux pour la jeunesse. Both are bilingual and free. Limited supply of second title.

b) Communication-Jeunesse

c) Modern Languages Services Branch. British Columbia. Ministry of Education.

d) Saskatoon Public Library. Boys' and Girls' Department.

6. Ordering Tools

Bilingual Educational Publications in Print, 1983, Including Audiovisual Materials. R.R. Bowker, 1983. $65.00.

Not limited to French. Emphasis on classroom materials.

La Liste des livres disponibles de langue française des auteurs et des éditeurs canadiens. Biblio-Informatica. $180.00 year.

Produced four times a year. The Quebec equivalent of Books in Print. Available on microfiche. Not an essential purchase even at the district level. Book copies may be examined at the Modern Languages Services Branch Resource Centre.

Les Livres disponibles 1984/French Books in Print. Cercle de la librairie. $620 (3 volumes); $435 (Authors & Titles only); $279 (subjects only).

Subject volume is arranged by Dewey, with subject index. Purports to list books from anywhere in the world published in French. Also available on microfiche. Order from Bibliorama. May be examined at the Modern Languages Services Branch Resource Centre.

Tous les livres au format de poche 1983. Cercle de la librarie. $7.50.

A listing of 21,000 paperback titles. Order form Bibliorama.

Note: Prices listed are actual prices or Canadian approximations and are up-to-date as of December 1985.

Appendix B: **Sample Letters**

The general directions and the first three sample letters were prepared for The Bookmark by Ruth White, Department of French, UBC.

Conventions observed in business letters written in French are somewhat different from those in English. Here are a few pointers on format:

Date

le 5 novembre 1980 (no comma between month and year).

For the first of the month use "le premier" or "le 1er." E.g., "le premier novembre." Other numbers are used as in the example.

Salutation

For a formal letter when the writer does not know the person: "Monsieur" or, for a company, "Messieurs."
Avoid: Cher Monsieur Dupont

Body

Sample letters follow.

Complimentary Closing

In French, this is a separate sentence which is followed directly by the signature. Do not use a translation of "Yours truly" or "Sincerely yours." Each of the sample letters contains a variant of the complimentary closing. Just add signature.

Company Names

In company names, only the first important word is capitalized. "Editions" is not considered to be an important word.

1. Ordering free materials (folders, etc.)

School District #101 (GREEN RIVER)

Lakeview Elementary School
765 Lake Drive
Coho Narrows, B.C.
V8X 9Y7

le 1er avril 1983

Centre international
de documentation pédagogique
29, rue de l'Ouest
25230 Paris
France

Messieurs,

Veuillez m'expédier copies de chacun des titres suivants:

Je vous saurais gré de me les faire parvenir dans les meilleurs délais.

Veuillez agréer, Messieurs, l'expression de mes sentiments distingués.

Lise Nouvelle
Enseignante-bibliothécaire
[Feminine. For a male teacher-librarian, see next page.]

2. Ordering a magazine and enclosing a cheque.

School District #101 (GREEN RIVER)

Lakeview Elementary School
765 Lake Drive
Coho Narrows, B.C.
V8X 9Y7

le 9 septembre 1983

La Librairie
C.P. 777
Ville Mont-Royal, Qué.
H3P 3C4

Messieurs,

Veuillez abonner notre bibliothèque à
pour une année. Vous trouverez ci-joint un chèque au montant de $

Je vous prie de bien vouloir expédier la revue à l'adresse suivante:

Resource Centre
432 Fish Way
Coho Narrows, B.C.
V8X 7Z3

Veuillez agréer, Messieurs, l'expression de mes sentiments distingués.

Marc Nouvelle
Enseignant-bibliothécaire
[Masculine. For a female teacher-librarian, see previous page.]

3. Ordering a book and enclosing a cheque.

School District #101 (GREEN RIVER)

Lakeview Elementary School
765 Lake Drive
Coho Narrows, B.C.
V8X 9Y7

le 2 octobre 1984

Le Petit Lecteur
1222 South Street
Vancouver, B.C.
V6E 1C1

Messieurs,

Veuillez me faire parvenir exemplaires de:

Vous trouverez sous pli un chèque au montant de $

Dans l'attente d'une prompte réponse, je vous prie d'agréer, Messieurs, l'assurance de mes sentiments les meilleurs.

Lise Nouvelle
Enseignante-bibliothécaire
[Feminine]

4. Asking a publisher to send free promotional materials.

School District #101 (GREEN RIVER)

Lakeview Elementary School
765 Lake Drive
Coho Narrows, B.C.
V8X 9Y7

le 8 janvier 1984

Editions Comiques
72, rue Pierre
Montréal, Qué.
H2V 3X7

Messieurs,

Auriez-vous l'obligeance de nous faire parvenir tout matériel promotionnel gratuit et disponible dans votre maison d'édition.

Nous vous remercions chaleureusement de l'attention que vous porterez à notre demande et nous vous assurons une utilisation adéquate de tout écrit reçu.

Veuillez agréer, Messieurs, l'expression de nos sentiments les plus distingués.

Lise Nouvelle
Enseignante-bibliothécaire
[Feminine]

5. **Asking a distributor or wholesaler for the names of all publishers handled.**

School District #101 (GREEN RIVER)

Lakeview Elementary School
765 Lake Drive
Coho Narrows, B.C.
V8X 9Y7

le 7 juin 1983

La Librairie blanche
731, chemin de l'Espérance
Québec, Qué.
H7P 0Y7

Messieurs,

Auriez-vous l'obligeance de nous faire parvenir la liste des éditeurs avec lesquels vous travaillez et ceux dont vous distribuez et/ou vendez les ouvrages.

Nous vous remercions chaleureusement de l'attention que vous porterez à notre demande et nous vous assurons de notre plus grande discrétion.

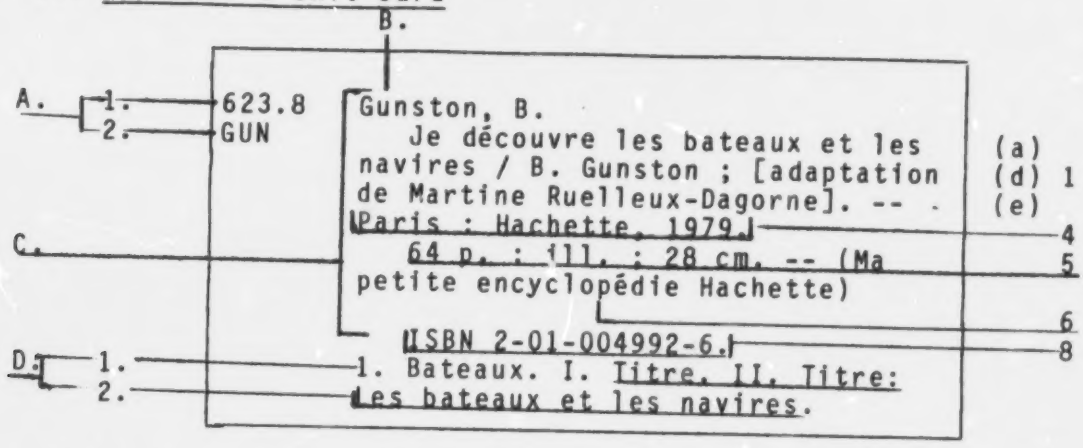
Veuillez agréer, Messieurs, l'expression de nos sentiments les plus distingués.

Marc Nouvelle
Enseignant-bibliothécaire
[Masculine]

Appendix C: **Sample Catalogue Cards**

1. Sample Card Set for a Nonfiction Book

(a) Parts of a Unit Card



A. CALL NUMBER
   1. Classification Number
   2. Call Letters

B. MAIN ACCESS POINT or MAIN ENTRY (HEADING)
   - in this case a personal author

C. DESCRIPTION
   1. Title and Statement of Responsibility Area
      (a) Title proper
      (b) General Material Designation (not shown in sample, see nonbook sample, p.62)
      (c) Other title information (not shown in sample)
      (d) First statement of responsibility
      (e) Subsequert statement of responsibility
   2. Edition Area (not shown in sample)
   3. Special Area for Serials & Cartographic Materials (not shown)
   4. Publication, Distribution, etc. Area
      (a) Place
      (b) Publisher
      (c) Date

5. Physical Description Area
   (a) Extent of item
   (b) Other physical details
   (c) Dimensions
   (d) Accompanying material(s) (not shown in sample)
6. Series Area (sample, p.62)
7. Notes area (not shown in sample, see nonbook sample, p.62)
8. Standard Number Area

D. TRACINGS
   - in this case French only
1. Subject headings (Arabic numberals)-English subject headings could follow.
2. Added entries (Roman numerals)-English added entries could follow.

(b) Shelflist/Main Entry Card

623.8
GUN

Gunston, B.
Je découvre les bateaux et les navires / B. Gunston ; [adaptation de Martine Ruelleux-Dagorne]. -- Paris : Hachette, 1979.
64 p. : ill. ; 28 cm. -- (Ma petite encyclopédie Hachette)

ISBN 2-01-004992-6.
1. Bateaux. I. Titre. II. Titre: Les bateaux et les navires.

(c) Subject Card

BATEAUX

623.8
GUN

Gunston, B.
Je découvre les bateaux et les navires / B. Gunston ; [adaptation de Martine Ruelleux-Dagorne]. -- Paris : Hachette, 1979.
64 p. : ill. ; 28 cm. -- (Ma petite encyclopédie Hachette)

(d) Added Entry Card (Title)

Je découvre les bateaux et les navires

623.8
GUN

Gunston, B.
Je découvre les bateaux et les navires / B. Gunston ; [adaptation de Martine Ruelleux-Dagorne]. -- Paris : Hachette, 1979.
64 p. : ill. ; 28 cm. -- (Ma petite encyclopédie Hachette)

(e) Added Entry Card (Title)

Les bateaux et les navires

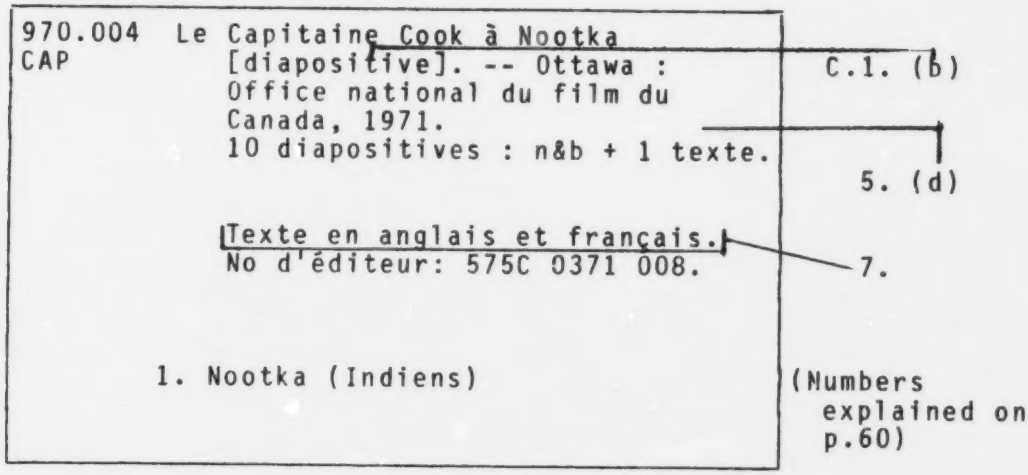
623.8
GUN

Gunston, B.
Je découvre les bateaux et les navires / B. Gunston ; [adaptation de Martine Ruelleux-Dagorne]. -- Paris : Hachette, 1979.
64 p. : ill. ; 28 cm. -- (Ma petite encyclopédie Hachette)

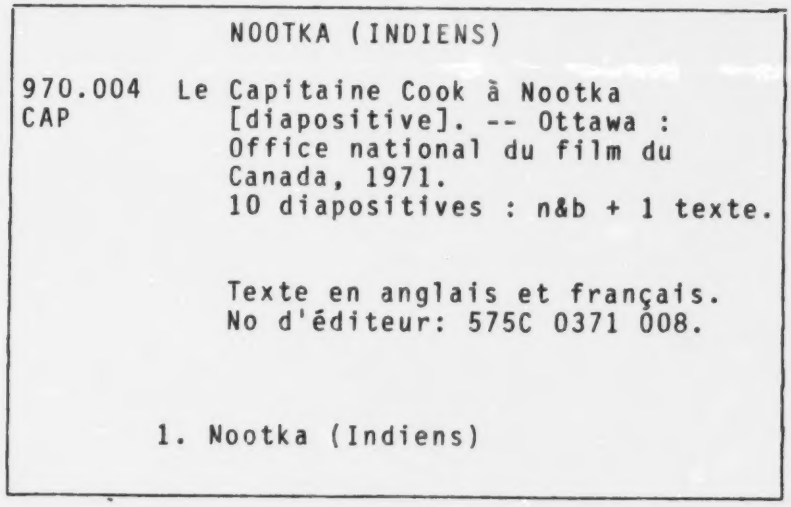
ISBN 2-01-004992-6.
1. Bateaux. I. Titre. II. Titre: Les bateaux et les navires.

2. Sample Card Set for a Nonbook Item

(a) Shelflist/Main Entry Card
- in this case a title main entry



(b) Subject Card


NOOTKA (INDIENS)
970.004 Le Capitaine Cook à Nootka
CAP [diapositive]. -- Ottawa :
Office national du film du
Canada, 1971.
10 diapositives : n&b + 1 texte.
Texte en anglais et français.
No d'éditeur: 575C 0371 008.
1. Nootka (Indiens)

Appendix D: **Translation List of Useful Cataloguing Terms**

Terms are written as they would be on a catalogue card.

ENGLISH	FRENCH
all ill.	toutes ill.
Also available	Egalement disponible
At head of title	En-tête du titre
b&w (black & white)	n&b (noir et blanc)
Based on	D'après
Captions	Légendes
cassette(s)	cassette(s)
chiefly ill.	en majeure partie ill.
col. (color)	coul. (couleur)
Conductor	Chef d'orchestre
Contents	Sommaire
Continued on next card	Voir fiche suivante
Cover title	Titre de la couverture
disc(s)	disque(s)
e.g.	ex.
End papers	Pages de garde
filmstrip(s)	film(s) fixe(s)
First published (by, in)	Première publication (par, en)
French text on inverted pages	Textes français et anglais disposés tête-bêche
game	jeu

ENGLISH	FRENCH
guide (in form of booklet or pamphlet) See also: manual teacher's guide	livret de commentaires
ill. (illustration(s))	ill. (illustration(s))
in. (inches)	po. (pouces)
Includes index	Comprend un index
ips. (inches/second)	po./sec. (pouces/seconde)
kit	trousse
Library has:	Bibliothèque a:
manual See also: guide teacher's guide	manuel
map(s)	carte(s)
mono. (monaural)	mono. (monaural)
motion picture	film cinématographique
music	musique
Narrated by	Raconté par
Notes inserted in case (container)	Commentaires (notes) insérés dans la boîte
Notes inserted in slipcase	Commentaires (notes) insérés dans la pochette
Notes on container	Commentaires (notes) sur la boîte
Notes on slipcase	Commentaires (notes) sur la pochette
Original title	Titre original

ENGLISH	FRENCH
Originally published: See First published	
p. (page(s))	p. (page(s))
pbk. (paperback)	br. (broché)
picture	image
playing card(s)	carte(s) de jeux
rpm. (revolutions per minute)	tpm. (tours par minute)
reel(s)	bobine(s)
roll(s)	bobine(s)
sd. (sound)	sonore
Series	Collection
si. (silent)	muet
slide(s)	diapositive(s)
slipcase	pochette (la)
sound recording	enregistrement sonore
stereo. (stereophonic)	stéréo. (stéréophonique)
tape(s)	bande(s) magnétique(s)
teacher's guide	guide du maître
Text in English and French	Texte en français et en anglais
Text	commentaires; texte
Text on verso	Commentaires au verso
Title	Titre

ENGLISH	FRENCH
Title from guide, manual, etc.	Titre du guide, manuel, etc.
tr. (translator)	trad. (traducteur)
transparency(ies)	transparence(s)
translated by	traduit par
translation by	traduction de
unp. (unpaged)	n.p. (non paginé)
v. (volume(s))	t. (tome(s))
With:	Avec:
Words inserted in slipcase	Paroles insérées dans la pochette
Words on slipcase	Paroles sur la pochette

Appendix E: **Cross Reference Cards**

1. To materials in various locations

(a) Picture files and vertical files with subject arrangement.

COLOMBIE-BRITANNIQUE

pour renseignements supplémentaires veuillez consulter, sous la vedette-matière, les catégories spéciales suivantes:

___ cartes géographiques

___ images

___ microforme

___ documentation éphémère

(b) Picture files and vertical files with Dewey arrangement.

COLOMBIE-BRITANNIQUE

pour renseignements supplémentaires sur ce sujet, veuillez consulter l'indice de classification 917.11 dans les catégories spéciales suivantes:

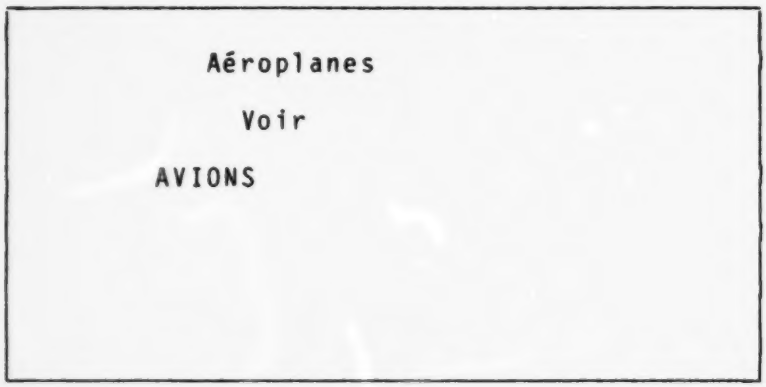
___ cartes géographiques

___ images

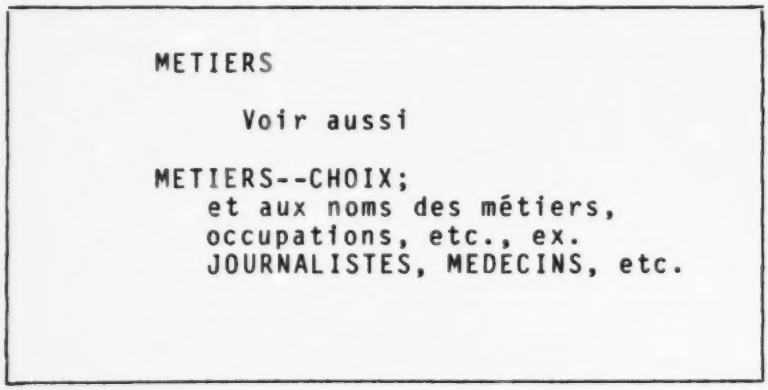
___ microforme

___ documentation éphémère

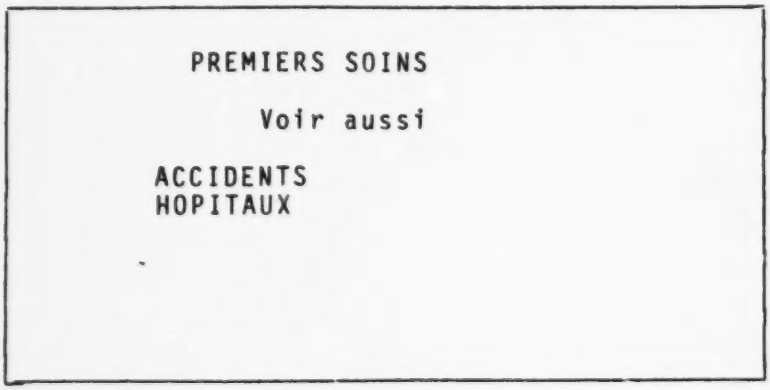
2. To other parts of the card catalogue.



(a) "See" reference (Voir)



(b) "See also" reference (Voir aussi)



Appendix F: **Bibliography of Research and Study Skill Materials**

Starred items (*) are first purchases for elementary schools.

Cherche dans ton dictionnaire! André Couret and André Praud. Bordas, 1978.

A sample explanation in French of the use of the dictionary for primary and intermediate grades. Worksheets can be adapted to various dictionaries.

Comment faire une recherche? Thérèse Fabi. Fides, 1975. $7.95.

Teacher's tool describing reference materials found in intermediate and secondary school resource centres and methods of using them. Outlines Dewey Decimal System.

Lise et Bruno dans l'univers des livres. Marcel Mignault. La Centrale des bibliothèques, 1976. $6.75.

Story of two children who visit the world of the library. Worksheets adaptable for grades 3-6 and for Late Immersion. Recommended.

Méthodologie: le rapport de recherche au secondaire. Gérard Cachet. Lidec, 1979. $3.00.

A detailed study of how to prepare a research paper.

Le Travail de recherche à la bibliothèque: guide destiné aux étudiants des premières classes secondaires. 2ième ed. Lionel Dion and André Mareuil. Pédagogia, 1976. $4.50.

Well organized. Similar to Le Premier cahier du chercheur but at a secondary level.

Note: Prices listed are actual prices or Canadian approximations and are up-to-date as of December 1985.

Appendix G: **General Bibliography**

AACR2. See Anglo-American Cataloguing Rules.

AACR2 Decisions and Rule Interpretations. 3rd ed. C. Donald Cook. Canadian Library Association, 1984. $75.00.

A looseleaf format consolidation of decisions by National Library agencies on the options, alternatives and interpretations of rules. May be useful for the district cataloguer.

ALA Filing Rules. American Library Association, 1980. $5.00.

The essential tool for the consistent filing of catalogue cards. See also Règles de classement des fiches de catalogue.

Abrégé de la classification décimale de Dewey. 2nd ed. Prepared by Annie Béthery. Cercle de la librairie, 1982. $18.75.
A revised and enlarged edition of abridged Dewey in French based on the unabridged French edition and the unabridged 19th edition in English. Order from Bibliorama.

Abridged Dewey Decimal Classification and Relative Index. 11th ed. Forest Press, 1979. $27.00.

An essential tool for the classification of both book and nonbook materials. See also Abrégé de la classification décimale de Dewey.

Anglo-American Cataloguing Rules. 2nd ed. Canadian Library Association, 1978. $25.00.

The primary source of rules for determining access points, headings and description of materials being catalogued. Essential for the district cataloguer. See also The Concise AACR2 and Règles de catalogage anglo-américaines.

Biblio-jeunes. La Centrale des bibliothèques. $8.25 before 1973, then $8.75 to 1975.

Earlier name of Choix jeunesse (1971-1977). 1975-76 out of print. A useful cataloguing tool.

La Bibliothéconomie en quelques mots: Current Words in Library Science. 2ième ed. Revised and enlarged by Camille Côté et al. Corporation des bibliothécaires professionnels du Québec, 1981. $5.00.

A bilingual list of library terminology. See also You said it!.

The Bookmark. British Columbia Teacher-Librarians' Association.

The newsletter of the British Columbia Teacher-Librarians' Association. Free with membership in the BCTLA.

Canadian Almanac and Directory, 1984. Copp Clark Pitman. $55.96

An annual directory of the names and addresses of federal and provincial government officials. Description of major departments, associations, societies, educational institutions, art galleries and museums.

Canadian Periodical Index. Canadian Library Association.

Indexes several French language magazines, some of which may be included in a secondary school collection. Monthly. Annual cumulation. Price based partly on use. Write for details.

Canadian Publishers Directory. Key Publications Company Ltd.

Quill & Quire's semi-annual insert listing publishers and wholesalers.ic Free to subscribers. Subscribers may purchase extra copies at $10.00 each, maximum order 10 copies per subscription.

Canadian Subject Headings. 2nd ed. National Library of Canada, 1985. (Available from Supply and Services Canada). $18.50

Bilingual tool for the subject analysis of Canadian topics. Headings are compatible with Library of Congress subject headings. Useful at the district level. Updated irregularly in leaflet format.

Canadiana. National Library of Canada. Canadiana Editorial Division. Monthly. Annual subscription: print $84.00, fiche $98.50

Canada's national bibliography. Useful at the district level as an awareness list and as a source of copy cataloguing. Cumulations are available on microfiche: 1973-1980 for $58 and 1981-1984 for $61. Do not order from Supply and Services Canada.

Catalogue of Learning Resources K-12. British Columbia. Ministry of Education. Publication Services. Annual. Free.

Lists prescribed and authorized resources and curriculum guides for the current school year.

Cataloguing Service Bulletin. Library of Congress. $10.00.

Includes decisions regarding interpretations of AACR2 rules plus information on subject cataloguing and classification. Detailed and technical. May be useful for the district cataloguer. Published quarterly.

Choix de publications gouvernementales. Québec. Ministère des communications. Free.

A partially annotated list of publications sold by the Quebec government.

The Concise AACR2. Prepared by Michael Gorman. Canadian Library Association, 1981. $10.00.

A rewritten and simplified version of Anglo-American Cataloguing Rules, second edition.

Current Words in Library Science. See La Bibliothéconomie en quelques mots

Dewey (English version). See Abridged Dewey Decimal Classification and Relative Index. Out of print.

Dewey (French version). See Abrégé de la classification décimale de Dewey.

Distributeurs de documents audiovisuels, 1985. La Centrale des bibliothèques. $4.00 plus $1.00 shipping.

An English-French Index to Vedettes-matière jeunesse. 3rd ed. Vancouver School Board. Education Services Group. $2.35.

Designed to increase the usefulness of Vedettes-matière jeunesse to English speaking teacher-librarians. Available as document 9921 from Lesson Aids Services.

French Language Subject Headings for Vertical File Materials. 2nd ed. Winnipeg School Division No. 1, 1985. $5.00 (1180 Notre-Dame Ave, Winnipeg, Man. R3E 0P2)

Guide pour le choix des options relatives à la présentation des fiches de catalogue. La Centrale des bibliothèques, 1982. Free.

A useful pamphlet describing the catalogue card options available from la Centrale des bibliothèques upon request.

Il était une fois...une école, des enfants et des contes. Louisette Bergeron and Charlotte Guérette. Editions Ville- Marie, 1982. $7.50. (Order from Editions Françaises)

A worthwhile guide, written in French, for those working with primary French immersion students. Topics include Quebec stories, old and new; French stories, old and new; how to tell stories; related activities. All works cited are listed at the end of each section.

Index anglais-français des termes utilisés dans le Répertoire de vedettes-matière. 2ième éd. Division du traitement, Section de l'analyse documentaire, Bibliothèque de l'Université Laval, 1976. Out of print.

Replaced by Répertoire de vedette-matière, Volume 4.

Intégration et coopération. See Partners in Action.

Introduction to Cataloguing and Classification. 6th ed. Bohdan S. Wynar. Libraries Unlimited, 1980. $36.00, hardcover. $22.00, paperback.

A useful guide to descriptive and subject cataloguing of books and other media.

"Making your Paperback Books Last." Kliatt Young Adult Paperback Book Guide, September 1981, pp 2-3. (Kliatt, $35.00 year.)

Discusses various methods of making paperbacks more durable. Follow-up information contained in the January 1982 issue.

K-12 Clearinghouse Catalogue for Locally Developed Materials. 5th ed. British Columbia. Ministry of Education. Provincial Curriculum Resource Centre, 1986. Free.

An annotated list of units developed by B.C. educators to augment and supplement existing curriculum materials. The instructions for borrowing the material are to be found in the catalogue.

Manual on Federal Funding for French Programs. British Columbia. Ministry of Education. Modern Languages Services Branch, 1985. Free.

Describes federal funding, administrative procedures for 1986-87 and funding guidelines for "Special Projects."

Manuel de catalogage. Agathe Lalonde et al. Association des enseignants franco-ontariens, 1981. $12.25. (order from Centre franco-ontarien de ressources pédagogiques).

A cataloguing manual for teacher-librarians, written in French. Contains many sample title pages and their corresponding main entry cards. Detailed index.

Nonbook Materials: The Organization of Integrated Collections. 2nd ed. Jean Weihs, with Shirley Lewis and Janet MacDonald. Canadian Library Association, 1979. $12.00.

A system for cataloguing nonbook materials based on AACR2. Numerous sample cards.

Nouveautés. Québec. Ministère des communications. Free.

A monthly checklist of priced Quebec government publications.

Ontario Government Publications: Monthly Checklist. Ontario. Ministry of Government Services.

A monthly checklist of free and priced Ontario government publications. January-December subscription: $6.00. July annual cumulation for previous calendar year $6.00.

Organizing the School Library: A Canadian Handbook. Marilyn H. Kogon and George Whalen. McGraw-Hill Ryerson, 1980. $22.50.

A welcome compendium of information on all aspects of technical services in the Canadian school resource centre. Includes a chapter entitled "French usage."

Partners in Action. Ontario. Ministry of Education, 1982. $2.00.

An excellent publication defining the role of the principal, the classroom teacher, and the teacher-librarian with emphasis on cooperative program planning and implementation. Available in French as Intégration et coopération.

Périodex: index analytique de périodiques de langue française. La Centrale des bibliothèques. $100.00 (with annual cumulation). $80.00 (annual cumulation only).

Index of French language periodicals. Suitable for an adult or senior secondary collection. Back issues of annual cumulations available from 1972-73 (1974-75 out of print). Price varies from $55.00 to $71.75. Microfiche, authors, 1980-83 costs $30.00; Microfiche, subjects, 1980-83 costs $150.00.

Quarterly Catalogue of Canadian Government Publications. Supply and Services Canada. $21.00 year.

A quarterly checklist of priced and free federal government publications.

Quill & Quire. Key Publishers Company Ltd. $38.00 year.

Canadian newspaper of the publishing trade. Has a semi-annual insert, Canadian Publishers Directory, listing publishers and wholesalers. Additional copies of the insert available for sale to subscribers.

Règles de catalogage anglo-américaines. 2ième éd. Association pour l'avancement des sciences et technique de la documentation, 1980. $60.00.

French version of AACR2.

Règles de classement des fiches de catalogue. Alain Boucher. Documentor, 1982. $10.50.

Detailed study of the rules governing the arrangement of French language catalogue cards.

Rencontres avec les créateurs québécois du livre pour enfants: auteurs et illustrateurs. Communication-Jeunesse. 1982. $6.00.

A set of twenty cards about French-Canadian childrens' authors and illustrators. Each includes a biography, an interview, a photograph and a bibliography.

Répertoire de vedettes-matière. 9ième éd. Division du traitement, Section de l'analyse documentaire, Bibliothèque de l'Université Laval, 1983. Vol. 1 (Introduction): $10.00; Vol. 2 & 3 (Subject headings): $140.00; Vol. 4 (Index): $50.00.

The basic authority for assigning French language subject headings. Essential at the district level. Useful in secondary school resource centres.

The School Library Media Program: Instructional Force for Excellence. 3rd ed. Ruth Ann Davies. Bowker, 1979. $18.50.

A comprehensive guide to school libraries. Includes program ideas which may be adapted for the bilingual resource centre.

Sears List of Subject Headings. 12th ed. Edited by Barbara M. Westby. H.W.Wilson, 1982. $28.00.

The authority for assigning subject headings in English in school resource centres.

Sears List of Subject Headings: Canadian Companion. 2nd ed. Compiled by Ken Haycock and Lynne Isberg. H.W. Wilson, 1983. $10.00

The authority for assigning subject headings to Canadian materials in school resource centres.

Les Services d'information du gouvernement du Canada. See Government of Canada Information Services.

"Some French Work on Prose Readability and Syntax." Journal of Reading, March 1981. pp. 503-508. (Journal of Reading, $35.00 year.)

A discussion of several readability formulas used for French material.

Sources and Resources. British Columbia. Ministry of Education, 1978. Out of print.

The handbook for teacher-librarians in British Columbia.

Subject List and Publishing News. Supply and Services Canada. Free.

A periodically published listing of priced federal government publications.

Vedettes-matière jeunesse. 4ième éd. La Centrale des bibliothèques, 1986. $3.75.

The list of subject headings which la Centrale des bibliothèques has used since September 1981 for entries in Choix jeunesse. Recommended for use by elementary teacher-librarians. Essential at the district level.

You Said It!: T'as dit ça! Edited by Audrey Mark. Directors of Ontario Regional Library Systems, 1981. Out of print.

An integrated bilingual list of library terminology. See also La Bibliothéconomie en quelques mots. Available on loan from Resource Centre.

Note: Prices listed are actual prices or Canadian approximations and are up-to-date as of December 1985.

Appendix H: **Addresses**

N.B. "Editions" and "Librarie" are ignored for alphabetization purposes when they appear as the first word in the following list.

A & B Sound
556 Seymour St., Vancouver, BC V6B 3J5

ACELF. See Association canadienne d'éducation de langue française.

ALA. See American Library Association.

Alliance française
6161 Cambie St., Vancouver, BC V5Z 3B2

American Library Association
50 East Huron St., Chicago, IL 60611

The Anvil Bookstore
706 Sixth St., New Westminster, BC V3L 3C5

Association canadienne d'éducation de langue française [ACELF],
980, chemin St-Louis, Sillery, QUE G1S 1C7

Association canadienne des professeurs d'immersion/Canadian Association of Immersion Teachers (ACPI/CAIT)
C.P. 8843, Ottawa, ON K1G 3H8

Association Lurelu
C.P. 446, succursale de Lorimier, Montréal, QUE H2H 2N7

Association pour l'avancement des sciences et techniques de la documentation [ASTED]
7243, rue Saint-Denis, Montréal, QUE H2R 2E3

Association québécoise des professeurs de français
C.P. 9272, Quebec, QUE G1V 401

ASTED. See Association pour l'avancement des sciences et techniques de la documentation

Au Coin du livre, La Société francophone de Victoria
670 Herald St., Victoria, BC V8N 1S7

BCSLA. See British Columbia Teacher Librarians' Association

Biblio-informatica
900, avenue de l'Epee, Outremont, QUE H2V 3V4

Bibliorama
7045, avenue du Parc, Montréal, QUE H3N 1X8

La Bibliothèque de l'Université Laval.
Secteur des services techniques. Cité universitaire,
Québec, QUE G1K 7P4

Bibliothèque nationale du Canada. See National Library of Canada

Bomber Joe's Bookstores Ltd.
South Terminal Building, Vancouver International Airport,
Richmond, BC V7B 1V7

The Book Shoppe
33 10th Ave. S., Cranbrook, BC V1C 2M9

Book Store on Bastion Street
76 Bastion St., Nanaimo, BC V9R 2Z9

Bookland
3101 30th Ave., Vernon, BC V1T 5E3

The Bookworks
No.1 - 2543 Montrose Ave., Abbotsford, BC V2S 3T4

Boutique croque-bouquins
Centre culturel colombien, 795 West 16th Ave., Vancouver,
BC V5Z 1S8

R.R. Bowker (Div. of Xerox)
1180 Ave. of the Americas, New York, NY 10017

British Columbia School Librarians' Association. See British
Columbia Teacher-Librarians' Association.

British Columbia Teacher-Librarians' Association
c/o British Columbia Teachers' Federation,
105-2235 Burrard St., Vancouver, BC V6J 3H9

Calgary Board of Education
515 MacLeod Tr. S.E., Calgary, AB T2G 3C5

Camosun College Bookstore
1950 Lansdowne Rd., Victoria, BC V8P 5J2

Campbell River Books Ltd.
1412 Ironwood St., Campbell River, BC V9W 5T5

Canada Council. Writing and Publications Section
255 Albert St., P.O. Box 1047, Ottawa, ON K1P 5V8

Canadian Biblio Consultants Ltd.
939 Dillingham Rd., Pickering, ON L1W 1Z7

Canadian Child Early Learning Toys Ltd.
4474 West 3rd Ave., Vancouver, BC V3A 4R1

Canadian Government Publishing Centre
45, boul. Sacré-Coeur, Hull, QUE K1A 0S7

Canadian Library Association
151 Sparks St., Ottawa, ON K1P 5E3

Canadian Parents for French
104-853 Richards Street, Vancouver, BC V6B 3B4

Canadian School Library Association
151 Sparks St., Ottawa, ON K1P 5E3

Le Carrefour Books Ltd. - La Librairie Le Carrefour
8536 109th St., Edmonton, AB T5J 1M5

La Centrale des bibliothèques
1685, rue Fleury est, Montréal, QUE H2C 1T1

Centre culturel colombien
795 West 16th Ave., Vancouver, BC V5Z 1S8

Centre franco-ontarien de ressources pédagogiques
339, rue Wilbrod, Ottawa, ON K1N 6M4

Centre nationale de documentation pédagogique
29, rue d'Ulm, 75230 Paris Cedex 05
orders to: CNDP Service de la Diffusion
91, avenue Ledru-Rollin - B.P. 36516, 75526 Paris Cedex

Cercle de la librarie. See Bibliorama.

Editions Champlain Ltée.
107 Church St., Toronto, ON M5C 2G5

Commissioner of Official Languages
66 Slater, Ottawa, ON K1A 0T8

Communication-Jeunesse
964, rue Cherrier, Montréal, QUE H2L 1H7

Conseil des enseignants-bibliothecaires franco-ontariens
Marie-Reine Forest. 681 Belfast Rd., Ottawa, ON K1G 0Z4

Continental Book Co.
110 346th Ave., Long Island City, NY 11101

Corporation des bibliothécaires professionnels du Québec
360, rue Le Moyne, Montréal, QUE H2Y 1Y3

Editions CRP
358, Hennesey, Moncton, NB E1A 4Y5

Editions Françaises
1411, rue Ampère, Boucherville, QUE J4B 5B0

Educare
33179 N. Railway Ave., Mission, BC V2V 1E3

Documentor Inc.
100, ave Painchaud, La Pocatière, QUE G0R 1Z0

La Fédération des franco-colombiens
853 Richards St., Vancouver, BC V6B 3B4

Librairie Flammarion
4380, St. Denis, Montréal, QUE H2Y 1G8

Forest Press
85 Watervliet Ave., Albany, NY 12206

French Consulate
1201-736 Granville St., Vancouver, BC V6Z 1H9

French Language Resources Ltd.
Box 1074, 574 Nootka Road, Qualicum Beach, BC V0R 2T0

Librairie Garneau
333, 55ième avenue ouest, Charlesbourg, QUE G1G 5W7

Gessler Publishing Co. Inc.
900 Broadway, New York, NY 10003-1291

Librairie Guérin
4560, rue Saint-Denis, Montréal, QUE H2V 2L3

Guides du Canada
220 Bernatchey, Coquitlam, BC V3K 4C3

Editions Hurtubise HMH
7360, boul. Newman, Ville LaSalle, QUE H8N 1X2

Key Publishers Company Ltd.
59 Front St. East, Toronto, ON M5E 1B3

Laval. See La Bibliothèque de l'Université Laval.

Leméac
371, avenue Laurier ouest, Montréal, QUE H2V 2K6

Lesson Aids Service
2235 Burard St., Vancouver, BC V6J 3H9

Library of Congress. Cataloging Distribution Service.
Library of Congress, Washington, DC 20541

Lidec Inc.
C.P. 670, Outremont, QUE H2V 4N8

Ligue française de l'enseignement et d'éducation permanente
3, rue Récamier, 75341 Paris Cedex 07

Livre Voyageur
24383, 46A Ave., Langley, BC V3A 4R1

Macarons
P.O. Box 2146, Niagara Falls, ON L2E 6Z2

La Maison du disque ltée.
175, rue Marion, Saint-Boniface, MB R2H 2G7

Editions Marie-France
3688, rue Fleury est, Montréal-Nord, QUE H1H 2S6

Librairie Mercier
170, Benjamin-Hudon, St-Laurent, QUE H4N 1N4

Modern Languages Resource Centre.
Ministry of Education, 637 Head Street, Victoria, BC V8V 1X4

Modern Languages Services Branch.
Ministry of Education, Parliament Buildings,
Victoria, BC V8V 2M4

Mondia Distribution Inc.
1977, boul. Industriel, Chomedey, Laval, QUE H7S 1P6

Mosaic Books
1420 St. Paul St., Kelowna, BC V1Y 2E6

La Mouette
3451 Chatham St., Richmond, BC V7E 2Y9

National Book Centre
66 Northline Rd., Toronto, ON M4B 3E6

National Book Festival BC/Yukon Co-ordinator
567 West 17th Avenue, Vancouver, BC V5Z 1T6

National Book Festival Regional Co-ordinator
P.O. Box 1047, Ottawa, ON K1P 5V8

National Film Board
545 Quebec St., Prince George, BC V2L 1W6
1161 W. Georgia, Vancouver, BC V6E 3G4
811 Wharf St., Victoria, BC V8V 1T2

National Film Board of Canada, Customer Service
P.O. Box 6100, Station A, Montréal, QUE H3G 3H5.

National Library of Canada
395 Wellington St., Ottawa, ON K1A ON4

National Museums of Canada
300 Laurier Avenue West, 2nd floor, Ottawa, ON K1A OM8

New Brunswick. Ministry of Education.
Box 6000, Fredericton, NB E3B 5H1

Office des communications sociales
4005, rue de Bellechasse, Montréal, QUE H1X 1J6

Office national du film (ONF). See National Film Board

Okanagan Books Ltd.
239 Main St., Penticton, BC V2A 5B1

Ontario. Ministry of Government Services. Publications Centre.
880 Bay St., 5th Floor, Toronto, ON M7A 1N8

Centre de diffusion Editions Paulines
4632, rue St. Denis, Montréal, QUE H2J 2L1

PEMC. See Provincial Educational Media Centre

Périodica
C.P. 444, Outremont, QUE H2V 4R6

Poster Pals
Box 487, Smithville, ON LOR 2AO

Provincial Curriculum Resource Centre.
Ministry of Education, 637 Head St., Victoria, BC V8V 1X4

Provincial Educational Media Centre. British Columbia.
Ministry of Education,
7351 Elmbridge Way, Richmond, BC V6X 1B8

Publication Services, Ministry of Education,
878 Viewfield Road, Victoira, BC V9A 4V1

Quality Books
227 Victoria St., Kamloops, BC V2C 2A1

Québec. Ministère des communications. Diffusion des publications.
1283, boul. Charest ouest, Québec, QUE G1N 2C9

Québec français
C.P. 9185, Québec, QUE G1V 4B1

Quill & Quire
56 The Esplanade, Suite 213, Toronto, ON M5E 1A7

Renouf (B.C.) Ltd.
522 Hastings St., Vancouver, BC V6Z 1L3

Saunders Books Wholesale
P.O. Box 308, Collingwood, ON L9Y 3Z7

School District #45 (West Vancouver), Instructional Materials
Centre, 1335 Duchess Ave., West Vancouver, BC V7J 1H5

Saskatoon Public Library
311 23rd St. East, Saskatoon, SK S7K 0J6

Librairie scolaire canadienne
2244, rue de Rouen, Montréal, QUE H2K 1L5

Sechelt Bookstore (The Book Store)
Cowrie St., P.O. Box 919, Sechelt, BC VON 3AO

Secretary of State. Language Programs Branch.
Ottawa, ON K1A OM5

Seymour Books Ltd.
1637 Lonsdale Ave., North Vancouver, BC V7M 2J5

Simon Fraser University Bookstore
Burnaby, BC V5A 1S6

Supply and Services Canada
Ottawa, ON K1A 0S9

Editions du Trécarré
2973, rue Sartelon, St-Laurent, QUE H4R 1E6

Union nationale culture et bibliothèques pour tous
63, rue de Varenne, 75007 Paris Cedex

United Nations Centre for Human Settlements (Habitat)
2206 East Mall, U.B.C. Campus, Vancouver, BC V6T 1W5

University of British Columbia Bookstore
2009 Main Mall, U.B.C., Vancouver, BC V6T 1Y5

University of Victoria Bookstore
P.O. Box 2200, Victoria, BC V8W 2Y2

Vancouver French Book Centre
105-1037 West Broadway, Vancouver, BC V6H 1E3

Vancouver Museums and Planetarium
1100 Chestnut St., Vancouver, BC V6J 3J9

Vision Habitat. See United Nations Centre for Human Settlements (Habitat)

Volume 1 Bookstore
149 Kenneth St., Duncan, BC V9L 1N5

H.W. Wilson Company
950 University Avenue, Bronx, NY 10452

Windflower Books and Stationery
4539 Marine Ave., Powell River, BC V8A 2K5

Winnipeg School Division No. 1
1180 Notre Dame Ave., Winnipeg, MB R3E 0P2

Wyatt, Angela
2854 Austin Ave., Victoria, BC V8W 1H6

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